Village of Minster, Ohio
Council Meeting Minutes
Tuesday, October 6, 2026

Call to Order

Council convened at 6:30 PM in Council Chambers with the following council members present: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers. Also, present were Craig Oldiges (Mayor), Don Harrod (Administrator), Jim Hearn(Solicitor), and Jim Cain (Fiscal Officer).
Mayor Oldiges called the meeting to order with the Pledge of Allegiance.
Eric Morris (Police Chief), along with representatives from The Daily Standard and The Evening Leader were also in attendance.

Summary of Agenda Items

Approval of the meeting minutes of September 15, 2026.

September 15, 2026 Minutes

A motion to to approve the September15 , 2026 Minutes by Craig Sherman and Josh Osterloh.
Motion: Passed.
Yae: Josh Osterloh, Trey Steele, Craig Sherman
Nay: None
Abstain: Travis Wilges, Curt Albers
A motion to to excuse Nicole Clune by Trey Steele and Curt Albers. Motion: Passed.
Yae: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Introduction of Visitors:

Ordinances and Resolutions:

Ordinance 26-09-02: Discussion and second reading of an ordinance renaming various streets within the Village of Minster.

A few weeks ago, I met with the County Engineer and the County GIS manager about the county's efforts to get the addressing system in line with the County's 9-1-1 system. As you know late last year, the village gave authority to the County Engineer to assign addresses to parcels within the village. The County Engineer and the GIS Manager are now making sure all the street names reflect what was dedicated and what is in the 9-1-1 system.
The village has two streets that have naming discrepancies that the County engineer would like to have clarified so that they match the 9-1-1 system. The first street in question is Midway Drive. The County has the name of this street as Midway North. The village refers to it as Midway Drive and has signage that reflects this. The second street is Industrial Drive. The County has the name of this street as Industrial Park Drive. The Village refers to it as Industrial Drive. When these two streets were dedicated years ago, they were dedicated as Midway

North and Industrial Park Drive.
The County is asking that the village pass legislation that formally adopts the names used by the village for these two streets. The County will then change their records to reflect the names commonly used by the Village. In your packet is a copy of an ordinance that does this.
A motion to for the second reading fo Ordinance 26-09-02 by Travis Wilges and Curt Albers.
Motion: Passed.
Yae: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Resolution 26-10-01: Discussion, suspend, pass and adopt a resolution transferring funds and declaring an emergency.
In your packet is a copy of a resolution transferring monies from two accounts to the general fund. The first fund is the Playground Equipment Fund and the amount needed to be transferred to the General Fund is $310,563.30. It looks like the village received grant funds after the invoice for the playground equipment was paid for by another fund. When Jim received the grant monies he deposited them into the playground equipment fund. Now that all the playground equipment is paid for there remains $310,563.30 in that fund. We would like to close out the fund by transferring this money to the General Fund.
The second fund that requires a transfer is the Parkview Acres ADA Sidewalk Fund. $9,000.90 remains in that fund due to an invoice getting paid from the wrong fund. We would like to transfer this money to the general fund as well.
Handling these transfers now, cleans up and allows us to close out these two funds. To close out these funds, council would need to pass the resolution transferring the money from these two funds to the general fund.
A motion to suspend three readings of Resolution 26-10-01 and declare an emergency by Josh Osterloh and Trey Steele. Motion: Passed.
Yae: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None
A motion to pass and adopt Resolution 26-10-01 by Craig Sherman and Curt Albers. Motion: Passed.
Yae: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Resolution 26-10-02: Discussion, suspend, pass and adopt a resolution increasing appropriations in certain funds and declaring an emergency.
At the beginning of the year, we did not appropriate $9000.90 of funds that remained in the Parkview Acres ADA Sidewalk Fund into the budget. In the last resolution, council transferred these funds to the general fund but to do that, we need to appropriate that money into the fund to transfer it. This resolution increases the appropriations in the Parkview Acres ADA Sidewalk Fund by $9000.90.
A motion to suspend three readings of Resolution 26-10-02 and declare an emergency by Craig Sherman and Travis Wilges. Motion: Passed.

Yae: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None
A motion to to pass and adopt Resolution 26-10-02 by Josh Osterloh and Trey Steele. Motion: .
Yae: None
Nay: None
Abstain: None

Ordinance 26-10-01: Discussion and first reading of an ordinance authorizing a contract for income tax collection services with the City of St. Marys.
The Village's contract with the City of St. Marys for income tax collection expires at the end of the year. The City of St. Marys has sent us a new contract for the next three years. The fee for the collection of the tax will remain the same as our last contract, at 1.75%.

Given that the terms of this proposed contract are identical to our current contract, I see no reason why the Village should not proceed to enter into a new contract with the City of St. Marys.

A motion to suspend three readings of Ordinance 26-10-01 and declare an emergency by Curt Albers and Travis Wilges. Motion: Passed.
Yae: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None
A motion to pass and adopt Ordinance 26-10-01 by Josh Osterloh and Craig Sherman. Motion: Passed.
Yae: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Committee Reports and Discussion Items:

Streets: Nicole, Trey, and Travis
No report

Safety: Nicole, Curt, Josh
The village received the 3rd quarter report from the rescue squad and stated that they had 62 calls for service in the 3rd quarter.

Parks: Curt, Josh, Nicole
The Parks committee met and discussed the following topics

- Discussion of softball diamond upgrades
- Discussed winter festival on December 4 from 5-9 PM, expand ice rink
- Discussed upgrading old shelter house on Paris Street
- Discussed wrap-up of swimming pool, manager returning

Personnel: Curt, Craig, Josh
No report

Finance/Audit: Travis, Craig, Trey
Need to set a meeting for the end of October

Utilities: Josh, Nicole, Travis
No report

Econ. Development: Trey, Travis, Craig
The committee met and discussed the following topics

- the potential sell of land
- the improvements to the quarterly newsletter being sent out

Community Engagement and Development: Craig, Curt, Trey
No report

Old Business

New Business:

Discussion and motion to approve invoices over $3,000.00.
In your packet is a list of invoices that are over $3,000.00. The list below are purchases that were authorized by the Administrator by the Ordinance that council passed authorizing the Administrator to make purchases up to $25,000.00. However, the State Auditors have told us that any purchase over $3,000.00 must be approved by Council utilizing this method. The purchases are as follows:

CHEMCIAL SERVICES INC.	$ 4,479.00	WASTEWATER CHEMICALS
PVS NOLWOOD CHEMICALS	$ 9,196.20	WASTEWATER CHEMICALS
PLEIMAN LANDSCAPING	$ 5,375.73	PARIS ST. PARKING LOT SEEDING
QUINTER WELL DRILLING	$ 15,619.79	WELL 11 CLEANING
SUTPHEN CORPORATION	$ 3,373.31	REPAIR LIGHT TOWER ON FIRE TRUCK
MINSTER BANK	$ 3,133.51	LOAN 5061 PAYMENT
US GEOLOGICAL SURVEY	$ 3,811.00	CONTRACT PAYMENT STREAMFLOW SITE
MINSTER BANK	$ 100,831.83	LOAN 4932 PAYMENT POLICE DEPARTMENT
ENCOMPASS	$ 3,894.42	ENGINEERING FOR SCADA SYSTEM
ENCOMPASS	$ 3,200.00	ENGINEERING FOR SCADA SYSTEM
DICKMAN SUPPLY	$ 17,435.28	STREET LIGHT HEAD
GARMAN & MILLER	$ 5,750.00	ENGINEERING FOR LIBRARY
HAWKINS	$ 8,377.99	WATER CHEMICALS
HAWKINS	$ 23,211.84	WATER CHEMICALS
WINNERS COMPUTER	$ 7,604.02	CYBER AND COMPUTER SUPPORT

TRAFFIC AND PARKING CONTROL	$10,142.20	FLASHING STOP SIGNS

A motion to to approve invoices over $3000.00 by Travis Wilges and Trey Steele. Motion: Passed.
Yae: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Administrator's Report

Administrator's Report for Ocotber 5, 2026

1. Two weeks ago, Wagner Paving completed the paving of the last part of Columbia Drive at the State Route 66 Industrial Park. With the paving of this section of Columbia Drive, the development of the industrial park should be complete.

2. Quinter's Well Drilling will be in the village within the next couple of weeks to clean well #10 at the Luedeke Farm. This will wrap up the well cleaning for the year.

3. The Public Works Department has completed patching of various streets throughout the Village. These patches were in places where we encountered water leaks or made taps into the storm sewer or water line.

4. Sometime in the next couple of weeks, the Parks Department will be shutting down the splash pad at Paris Street Park for the winter. At that time, we will winterize the equipment and wrap the water features.

5. The Public Works Department is going to have the Hamilton Street Parking Lot at Paris Street Park crack sealed and recoated in preparation of re-painting the parking spaces in the parking lot.

6. Leaf pick-up will begin the week of October 12th. Crews will go out daily weather permitting to pick up leaves.

7. Scott Langenkamp has been testing fire hydrants throughout the village. To date he has 131 out of the 262 hydrants tested.

8. Finfrock Construction has moved in their job trailer and equipment and will begin installing the inserta-valves on to the existing water lines this week. In talking with Finfrock they hope to have the project completed by the end of the year.

9. The Digger Derrick that the electrical department purchased a couple of years ago, is set to be delivered this week. The department will put the truck in service before we consider disposing of the old truck.

Police Chief Report

Report from 09/10/2026 to 09/30/2026

Invoices: $1,447,542.66

Invoices for October 6, 2026

A motion to to approve invoices of $1,447,542.66 by Curt Albers and Travis Wilges. Motion: Passed.
Yae: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Executive Session to Discuss the Sale of Land

A motion to to enter executive session for the sale of land with no action at 6:49 by Josh Osterloh and Trey Steele. Motion: Passed.
Yae: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None
A motion to to exit executive session at 7:08 by Craig Sherman and Trey Steele. Motion: Passed.
Yae: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

Motion to adjourn

A motion to Adjourn at 7:09 by Curt Albers and Travis Wilges. Motion: Passed.
Yae: Travis Wilges, Josh Osterloh, Trey Steele, Craig Sherman, Curt Albers
Nay: None
Abstain: None

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Craig Oldiges, Mayor James Cain, Fiscal Officer

Recorded & typed by James Cain